

# Sandford Primary School



Part of the  
**Wessex** Learning Trust

# Class Information

Welcome to Class 3. We are looking forward to the year ahead and working with you to make it as successful and rewarding as possible for your child.

## Staffing

The adults working in Class 3 this year are Miss Anthony and Mrs Hoy-Green.

## Classroom Organisation

PE days are on a Thursday. Please can the children come to school dressed in their PE kits.

We will change reading books on a Wednesday.

## Homework

Spellings will be sent home on a Friday and tested on a Thursday.

Additional homework will be sent on a Friday and expected back by Thursday.

## Communication

Please use Class Dojo to communicate with us regarding class based concerns and the school office for wider school queries. We will endeavour to get back to you as soon as possible.

## Healthy snacks

Your child will be offered/need to bring in a free piece of fruit or vegetable at school for their breaktime.

## Curriculum

*Please add in any key curriculum info relevant to your year group, including national testing.*

# Information Booklet

**2023 - 2024**

## General Information

### Contact Points

The school office is open Monday to Friday from **8:30am to 4:30pm**. If you wish to telephone the school or visit with a routine matter (i.e. non-teaching), please do so at these times.

### School Hours

On arrival at school, children go directly to classrooms via their cloakrooms.

School begins at **8.45am** where the classroom doors will open and we expect the children in by 8.55am.

School finishes at **3.15pm**.

Lunchtime is from 11.50am -1pm for our Reception children.

Lunchtime for our KS1 and KS2 pupils is from 12.00-1.00pm.

It is important that your child arrives at school on time every day, as repeated lateness can cause disruption to the class routine and often leads to anxiety and stress in your child. Everyone can be late occasionally, and we understand this, but punctuality is an important quality to foster at this stage of your child's education.

All the staff are responsible for your child during school hours. ***However, before your child enters the classroom they are your responsibility and should never be left unattended.***

If your child arrives late (register closes at 9:00am) you need to bring your child through main reception and report to the office staff and they will walk your child to the classroom.

### Visiting the School

All new parents are welcome to visit the school in preparation for your child joining us. Please ring to make a suitable appointment when I or a member of my staff will be able to talk with you and show you around.

#### Celebration Assembly

Ordinarily, parents are invited to join us on Mondays for our Celebration Assembly from 9:10 to 9:30am.

#### Volunteers

The school is very fortunate to have a number of parents and members of the community who volunteer to come into school and help with a number of activities such as reading, working with individuals and arts and crafts. They must have a cleared DBS check before they can come into school.

## Absence in Term Time

We understand that it is sometimes difficult and more expensive to book time away during the school holidays; however, it is disruptive for your child and their education.

Amendments to the 2006 regulations on school attendance have been made and came into force from 1<sup>st</sup> September 2013. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances, for example, the loss of a family member or leave from the services. These regulations apply to all leave of absence including holidays.

If you still wish to make a request to take your child out of school you will need to complete a Leave of Absence Request Form which is available from the school office.

### Term Time Absence DfE rules

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm (DfE)

When might a Penalty Notice be issued?

- ▶ A Penalty Notice may be issued to a parent in one or more of the following circumstances where 10 or more sessions of absence are recorded in a six month period.
- ▶ There are 2 sessions per day, one in the morning and one in the afternoon:
- ▶ 1. where unauthorised absences are recorded 2. where 10 or more sessions of unauthorised holiday are recorded and; a) the parent has not informed the school; or b) the leave was not authorised; or c) the child did not return on the agreed date 3. where the child is persistently late arriving at school after registers have closed 4. where a combination of 10 or more sessions of a) to c) above have been recorded.

How much is the fine?

The fine is £60 (per parent, per child) if paid within 21 days of receipt of the notice; rising to £120 if paid after 21 days but within 28 days.

- ▶ For example a two - parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £240 if paid within 21 days or £480 between 21 and 28 days. The payment must be made in full – part payments will not be accepted - details of how to pay are printed on the Penalty Notice.

What can you do to avoid receiving a Penalty Notice?

- ▶ Ensure your child attends school every day and on time
- ▶ Make sure your child knows that they cannot have odd days off school - 'Every Lesson Counts'
- ▶ Speak to the class teacher if your child is beginning to miss odd days
- ▶ Don't take family holidays in term time.

## Illness

It is important that children attend school regularly, but we understand that children may become ill during the year. **In case of illness please ensure you phone the school office before 9:30am** to let us know that your child will be absent.

For visits to the doctor or dentist during school time, a note is required. No child will be allowed to leave school during school hours without explicit parental authority.

If your child requires medication in school, you should inform your child's class teacher that they are taking medication and complete a medication administration form which can be obtained from the

school office. Please bring the medication, in a named and sealed bag, and completed form to the school office for it to be administered.

## School Dinners

School dinners are provided by our catering company Aspens at a cost of only £2.35 a meal! You will receive a letter from the school office with your child's code for you to register directly with Aspens.

All children that are in Reception, Year 1 and 2 are entitled to receive Universal Free School Meals. If you would like your child to receive a free meal at school, you must complete the Application Form for Universal Infant Free School Meals and Pupil Premium form which is available online [https://nsod.n-somerset.gov.uk/kb5/northsomerset/directory/fsm\\_app\\_landing.page](https://nsod.n-somerset.gov.uk/kb5/northsomerset/directory/fsm_app_landing.page)

Please note this is not to be confused with Free School Meals, which is an entitlement that some children can receive due to their parents/carers circumstances. If you feel you may be entitled to receive Free School Meals, please contact the school office.

## Fruit/Milk/Water

We encourage the children to bring in a water bottle which they can access throughout the day. If your child is registered with School Milk Services, they will receive their milk during the morning break. During this time they can also have a *fruit* or *vegetable* snack. Children in Reception, Year 1 and Year 2 receive free fruit/vegetables, provided by the government. However, you can still send your child in with a fruit/vegetable from home if you would prefer.

Children in Years 3, 4 5 & 6 will need to bring their own fruit/vegetable for snack time, as they are not eligible for the free fruit/vegetable scheme.

You can register your child on line at <https://smsdairy.co.uk/>

## Uniform

We believe that a school uniform is important in building the pupils' sense of identity and belonging to the community of the school. It instils a sense of pride in the school and supports positive behaviour. It is one of the symbols of the ethos of the school.

Our uniform consists of:

- white shirt
- Blue jumper
- Blue cardigan
- Charcoal grey trousers
- Charcoal grey shorts
- Charcoal grey skirt
- Charcoal grey pinafore
- Blue and white check summer dress
- grey socks

### P.E. Uniform

- white P.E. T-shirts
- navy blue shorts
- trainers
- plain dark jogging bottoms for colder weather

The school office sells P.E. t-shirts, jumpers and cardigans that carry the school badge. In addition, we have a navy fleece school coat.

All items of school uniform should be clearly labelled with the child's name.

## Shoes

It is important that children have sensible shoes for school. Trainers are worn for P.E. only and should not be worn at other times during the school day. Shoes with raised heels, clogs or mules should also not be worn. Sandals that are supportive and are in an appropriate colour are acceptable.

## Jewellery

In the interests of safety, no jewellery – chains, rings or decorative earrings – may be worn in school. Stud earrings for pierced ears are acceptable and will be taped up during PE. Standard 'non-toy' watches may be worn although the school cannot take responsibility for them and they must be removed for P.E. lessons. For safeguarding reasons, we do not allow smart-watches that have video/photo capabilities. Nail polish and temporary tattoos are not acceptable as part of the school uniform.

## Hair

Long hair should be tied back and please ensure your child has an appropriate hairstyle and haircut for school.

## After School Club

We offer a breakfast club (from 7.30am) and after school care club (from 3:15pm to 5:55pm) for all children at the school. After School Club runs from Monday to Thursday only at present. Charges apply and places are limited due to its popularity.

## Extended School and Extra-Curricular Provision

Our school provides an extensive range of extra-curricular activities and clubs, both during lunchtimes and at the end of the school day. These include clubs such as Streetdance, Drama, Tag Rugby, Fun Science, Lego, Sew and Craft, Little Kickers Football, and many more.

We offer a wide variety of sporting activities after school, and we compete in sporting tournaments after school with other schools in the Cluster and Wessex Learning Trust.

We also support a variety of musical activities and instrument tuition including keyboard, guitar, flute, violin, brass, and wind instruments.

## School Trips

Your child will have the opportunity to attend a number of activities that may include: visits to local towns and cities, local farms, multi-skills festivals etc

In order for your child to participate in these trips, it is imperative that permission slips are signed and returned to the school along with meal requests and any information on medical conditions. We may also wish to take photographs or video of children during these activities and therefore it is important that consent forms are updated, signed and returned to the school office when requested.

Payments for class trips are paid via **ParentPay**. You will receive a letter with your child's code for you to register.

## Severe Weather

In the event of extreme weather causing the school to close, please **do not** telephone the school directly as the phone lines need to be kept clear for emergency use by staff. **We will keep you informed with regular updates on the school website, ClassDojo and Teachers2Parents.** In the unlikely event that this happens, the children will be offered online learning using Zoom and ClassDojo.

Alternatively, information will be broadcast on BBC Somerset 95.5 FM or Heart FM 102.6 FM. You can also follow the link <https://slp.somerset.gov.uk> to see the latest information on school closures or visit our website at [www.sandfordprimary.org](http://www.sandfordprimary.org). We will communicate any updates through Teachers2Parents and ClassDojo too.

## Contact Information

It is **vital** that we hold up-to-date contact information on your child in case we need to get in touch you during the school day and in case of an emergency. If any of the details we currently hold about you change, please ensure that the school office receives the new information as soon as possible.

## Communication

You will receive a fortnightly newsletter outlining key dates, school updates and general information. Each class will also send a newsletter each term explaining class routines and curriculum information. Our website contains all of our essential information and Class dojo is a platform to communicate with your child's classteachers.

## Curriculum

### Reading

We expect you to listen to your child read aloud at least 5 times each week and sign in their 'Reading Record diaries' to say they have done so. Once this has been completed the children will then have another book to bring home and share. They will be rewarded for consistent reading through our School Crew Point System.

### Learning Powers

We have six Learning Powers in the school:

- Resilience
- Independence
- Co-operation
- Curiosity
- Reflection
- Respect

The aim of these is to give the children an idea of what is needed to be a good learner. The children and staff of the school use these characters as a motivational tool to highlight the skills needed to be effective learners. In encouraging the children to reflect upon the learning powers they have encountered, they have become more confident in applying them to the challenges they face in their learning. Certificates are handed out in our Celebration Assemblies, which are held on Monday mornings.

## General Information

Please note the following:

- Dogs are not allowed in the school grounds.
- Smoking is not allowed in the school grounds.
- Bikes are not to be ridden in the school grounds and should be left in the bike stands.

- The school car park is reserved to staff and contractors at all times only. For Health and Safety reasons, please do not allow your children to run and play in the car park area.

<b>Executive Headteacher</b>	Mrs Lorna Richardson
<b>Head of School</b>	Miss Angela Stevens

### Office Staff:

Business Manager	Catherine Kelly
Bursar	Alison Balcombe
Office Manager	Linda White
Office administrators	Helen Woollan and Beth Stoves
Clerk to Governors	Dinah Hill-Adams

### Teachers:

<b>Class 1</b>	Mrs Z Stevens & Mrs B Durnell
<b>Class 2</b>	Mrs C Davis & Mrs E Worthy
<b>Class 3</b>	Miss S Anthony
<b>Class 4</b>	Miss S Momber
<b>Class 5</b>	Miss A Stevens and Mrs H Turner (from Jan)

### Classroom Support Staff:

Mrs J Willson
Mrs S Gooding
Mrs P Hoy-Green
Mrs R Clough
Mrs M Hunt
Mrs J Seel
Mrs K Harding

### SEND Support Staff:

Miss C Slade
Miss J Carr
Mrs Z Stevens



Mrs D Hill-Adams
Miss C Manville
Miss M Skinner

## Curriculum Co-ordinators:

Safeguarding Lead / Deputy Leads	Miss A Stevens, Mrs S Gooding, Mrs S Momber & Mrs L Richardson
SENDCo	Miss S Momber
EAL Co	Miss S Momber
Early Years lead	Mrs B Durnell
Curriculum leader	Mrs L Richardson/Miss A Stevens
English lead and Phonics lead	*Mrs C Davis
Humanities lead	*Mrs L Richardson / Miss A Stevens
Mathematics lead	Miss A Stevens
Science lead	*Miss S Momber
Modern Foreign Languages lead	*Miss A Stevens
PE lead	*Mrs C Davis
Extended schools lead	Mrs L Richardson/Mrs J Seel
Music lead	Mrs E Worthy
RE lead	*Mrs L Richardson/ Miss A Stevens
PSHEC / RSHE lead	*Mrs L Richardson/ Miss A Stevens
Computing lead	Miss S Anthony
Art and DT Lead	Mrs Z Stevens

*\*Soon to be changed with new teachers starting in October and January*

## Midday Dinner Supervisor Assistants:

Mrs D Hill-Adams
Mrs A Thornton
Miss J Carr
Mrs K Gwyn-Williams
Mrs C Manville
Miss C Slade
Mrs S Robinson
Mrs L McCarthy
Mr S Gibson

## Caretaker:

Mr M Tyley
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## Governors and Areas of Responsibilities:

Local Governing Body	Mr J Fowler
Other Members	Mrs L Richardson Mr S Bassett Mrs I-M Bamford Mrs A Muxworthy Miss A Stevens Mrs B Hancock Mr I Chadwick Mrs N Blower

For more information on the Governing Body structure and areas of responsibilities, please refer to the school website

Executive Headteacher: Mrs Lorna Richardson

Tel: 01934 852602

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